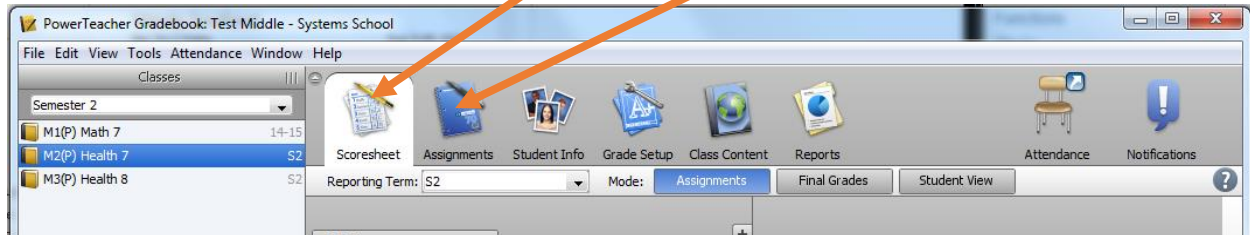


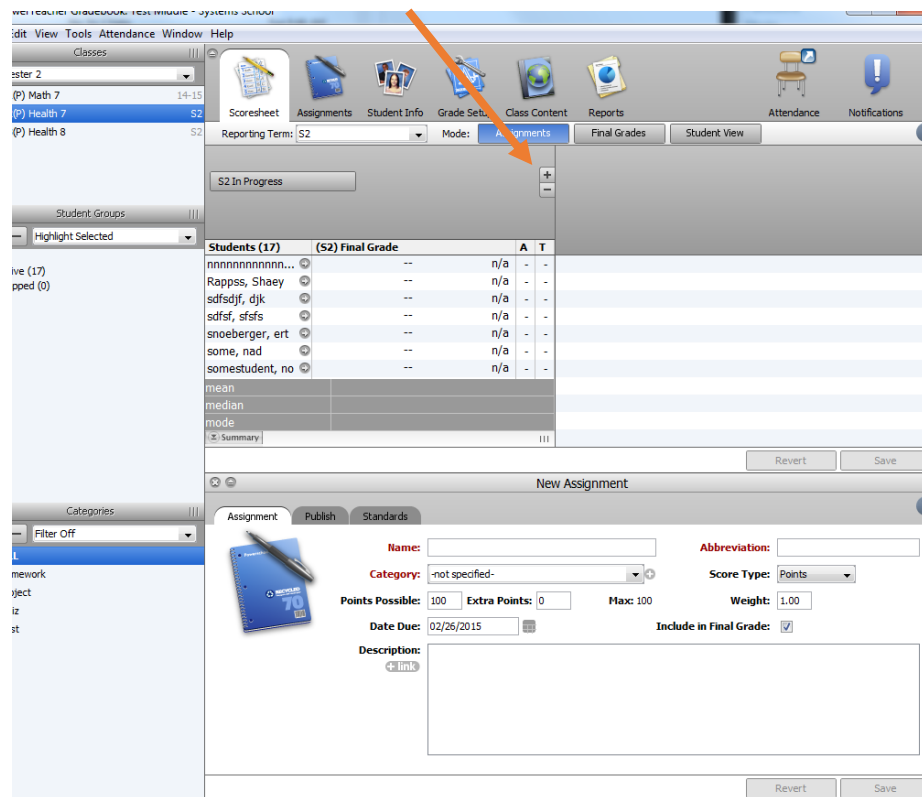
Creating an Assignment via Grade Book

With your grade book launched and open – select a class from the top left box.

You can create assignments either via the Scoresheet, or the Assignments icon across the top bar.



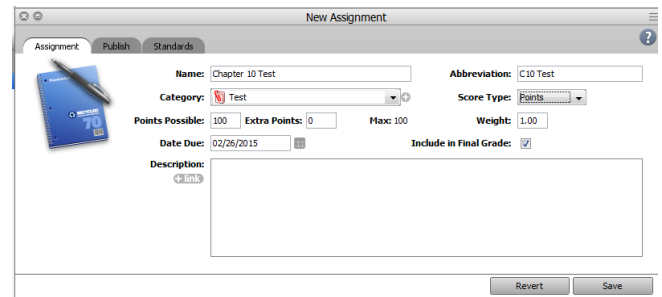
From the **Scoresheet**, you will create a new assignment by clicking on the + icon in the top part of the window (above the student names). This will then open the data box in the lower part of your screen for you to create that assignment.



Complete the information in the bottom section as fully as possible.

On the Assignment tab –

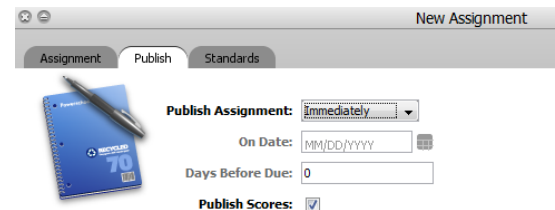
- **Name** (required) = Name of the assignment
- **Abbreviation** (required) = Shortened name
- **Category** (required) = Choose from available (you can custom create categories)
- **Score Type** = Points, Percentage, or letter grade
- **Points Possible** = Total points possible for this assignment
- **Extra Points** = If extra credit is available, enter points possible for extra credit only
- **Weight** = Defaults to 1, but if you want this one to weight differently change this #
- **Date Due** = Click on the calendar to select date, or type it in manually
- **Description** = If you wish for a description to display on the parent portal – enter one in the allowed space. This should be a general description for all parents to see
- **Include in Final Grade** = Check if you want this assignment score to be included in the final grade for this reporting term.



The screenshot shows the 'New Assignment' form with the 'Assignment' tab selected. The form includes fields for Name (Chapter 10 Test), Abbreviation (C10 Test), Category (Test), Score Type (Points), Points Possible (100), Extra Points (0), Max (100), Weight (1.00), Date Due (02/26/2015), and a checkbox for Include in Final Grade (checked). There is a large text area for the Description and buttons for Revert and Save.

On the Publish tab –

- **Publish Assignment** = Select the timing to display this assignment to parents/students
 - Immediately
 - On Specific Date
 - Days Before Due
 - On Due Date
 - Never
- **On Date** = will only be available if you selected On Specific Date for publish assignment
- **Days Before Due** = will only be available if you selected Days Before Due for publish assignment
- **Publish Score** = Works independent of the publish assignment
 - If this is checked, when a score is entered on the scoresheet, it will show for parents and students, as long as the assignment has been published for them to see
 - If this is unchecked, when a score is entered on the scoresheet, the score will NOT show for parents/students. If the assignment is published, it will display for them "score not published". They will know a score has been entered, but they won't see the score



The screenshot shows the 'New Assignment' form with the 'Publish' tab selected. The form includes fields for Publish Assignment (Immediately), On Date (MM/DD/YYYY), Days Before Due (0), and a checkbox for Publish Scores (checked). There is a blue notebook icon with a pencil on it.

On the Standards tab –

- If there are standards associated to this course, they will be listed and allow you to select which standards will be covered by this assignment. Typically in TSC, this is only for Elementary. There is a separate document that covers attaching standards to assignments.